

**JOB DESCRIPTION**  
**MURFREESBORO FIRE DEPARTMENT**  
**FIRE TRAINEE**

**1. JOB TITLE: FIRE TRAINEE**

- 2. DEFINITION:** This position is entry level and requires an individual to deal with all types of fire, fire rescue, and hazardous materials situations. A large part of duty time is taken up in city-wide pre-planning, training, and maintaining equipment and quarters. The position is responsible to the Fire Chief through the chain of command. All employees are responsible to the City Manager. This position is classified as Non-Exempt for purposes of the Fair Labor Standards Act and as having a possible occupational exposure to bloodborne pathogens. As Safety Sensitive, the employee is subject to pre-employment, reasonable suspicion, post-accident, random, promotion and transfer, return-to-duty and follow-up drug and alcohol testing. The Fire Chief may move employee from Fire Trainee to Firefighter classification after employee passes the First Responder state test, passes the Recruit Firefighter course at the State Fire Academy, or has the Basic Live Firefighting course, and has a minimum of six (6) months of seniority.

**3. EQUIPMENT JOB LOCATION:**

- a. The employee must safely operate a motor vehicle and firefighting equipment including, but not limited to, nozzles, hoses, self-contained breathing apparatus, power saws, pumps, generators, computers, and radios.
- b. The employee may be assigned to any one of the city's fire stations or shifts and may be reassigned at any time. All firefighting and emergency operations must be performed during all kinds of weather conditions. The employee is exposed to extreme heat, smoke, hazardous chemicals, heights, confined spaces and falling materials. All City vehicles and buildings are tobacco free.

**4. ESSENTIAL FUNCTIONS OF THE JOB:**

- a. Complies with city and departmental policies, procedures, rules and regulations.
- b. Dons personal protective clothing within one minute and wears complete set of protective clothing and self-contained breathing apparatus weighing up to 40 pounds for different lengths of time depending on emergency situation.
- c. Participates in fire drills and attends training classes in firefighting, Medical First Responder, and related subjects.
- d. Cleans and waxes apparatus and equipment for operational readiness.
- e. Performs extremely strenuous and physical labor for extended periods of time, occasionally under unfavorable climatic conditions, frequently lifting objects weighing 50 to 100 pounds.

- f. Performs duties requiring bending, crouching, stooping, crawling, and climbing in buildings and close quarters that may be filled with smoke.
- g. Maintains physical fitness and must pass annual physical ability test.
- h. Performs salvage operations such as placing salvage covers, sweeping water and removing debris. Stops the flow of water from a sprinkler with sprinkler wedges or stoppers.
- i. Responds to fire alarms; lays and connects hoses, maneuvers nozzles, and directs water streams.
- j. Forces entry of premises for firefighting and rescue operations; uses chemical fire extinguishers, bars, hooks, lines, and other equipment.
- k. Positions and climbs ladders up to 110 feet to gain access to upper levels of buildings; works at heights up to 150 feet.
- l. After passing Recruit Firefighter or Basic Live Firefighting course, fights fires and participates in other emergency operations.
- m. After passing Recruit Firefighter or Basic Live Firefighting course, ventilates burning buildings by opening windows, doors, and skylights or by cutting holes in roofs and floors.
- n. After passing Recruit Firefighter or Basic Live Firefighting course, removes persons from danger.
- o. After passing Recruit Firefighter or Basic Live Firefighting course, carries charged hose line into structure for fire extinguishment.
- p. After passing Medical First Responder test, must perform Medical First Responder services.
- q. After passing T.A.R.S. Extrication course, performs extrication and rescue operations involving victims from motor vehicle accidents, helps special rescue teams, and responds to hazardous materials incidents.
- r. Effectively reads, writes, and communicates in English on two way radios.
- s. Responds punctually to all assignments.
- t. Sits, stands, stoops, walks and climbs intermittently.

## **5. ADDITIONAL EXAMPLES OF WORK PERFORMED:**

- a. Performs general maintenance work in the upkeep of Fire Department property: cleans and washes walls and floors, makes minor repairs, washes and dries hoses, mows yard, washes windows, paints, and otherwise maintains quarters.
- b. Participates in annual hose test, pumper test, and hydrant test which involves unloading and reloading fire hose back on truck.
- c. Assists with the fire prevention program.
- d. Performs other duties and special projects as assigned.

## **6. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- a. Must have high school diploma or equivalent.
- b. Must possess a driver's license valid in the State of Tennessee, the ability to safely operate a motor vehicle, and must maintain automobile liability insurance on vehicle used to perform job duties for City of Murfreesboro of at least \$100,000.00 single limit, or such other amount as City-wide policies may require in the future.
- c. Must be at least twenty-one (21) years of age.
- d. Must submit to and pass a drug screen upon offer of employment.
- e. Must have legal authorization to work in the United States of America.
- f. Must pass a physical examination, including medical history, by a licensed physician upon offer of employment.
- g. Must satisfactorily complete Recruit Firefighter or Basic Live Firefighting course at State Fire Academy within first twelve (12) months of employment.
- h. Must comply with the State of Tennessee Firefighting Commission training rules and successfully pass Firefighter I certification. Failure to obtain Firefighter I certification within the first twelve (12) months of employment as Fire Trainee shall result in termination of employment.
- i. Must complete Medical First Responder training and be Medical First Responder state certified within the first twelve (12) months of employment and must maintain certification. Failure to obtain Medical First Responder certification within the first twelve (12) months of employment shall result in termination of employment.
- j. Must be able to wear and use a self-contained breathing apparatus in accordance with the Standard on Respiratory Protection, 29 CFR 1910.134.
- k. Must pass a physical ability test prior to offer of employment and annually thereafter.
- l. Requires visual minimum of 20/100 each eye uncorrected and 20/30 each eye corrected.
- m. Must not have been convicted of, pleaded guilty to or entered a plea of *nolo contendere* to any felony charges involving drugs, alcohol, violence, theft, or arson.
- n. Must not have been convicted of, pleaded guilty to or entered a plea of *nolo contendere* to any misdemeanor charges involving DUI/DWI, alcohol or drugs within the past five (5) years.
- o. Experience in firefighting preferred.
- p. Ability to learn to operate various types of firefighting equipment including saws and generators.
- q. Ability to understand and follow oral and written instructions in English.
- r. Ability to establish and maintain an effective working relationship with the public and other employees.

- s. Ability to report to work on time and work twenty-four (24) hour shifts and overtime when called in to duty.
- t. Ability to perform functions of the job within a reasonable time period.
- u. Ability to work in small spaces; must not be claustrophobic.
- v. Ability to work at heights of 150 feet.
- w. Ability to operate fire hose under water pressures of 100 pounds.
- x. Ability to react quickly and calmly in an emergency situation, and to determine the proper course of action.
- y. Ability to learn, understand and follow city and departmental policies, procedures and regulations.

Non-Exempt  
Safety Sensitive  
February 20, 2008